



MEMORANDUM

GOE

AGENDA ITEM NO. 2 (L)

To: Honorable Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

Date:

December 9, 2003

From: George M. Burgess
County Manager

Subject: Proposed resolution approving an amendment to the agreement authorized by Resolution R-484-03 with the South Florida Regional Planning Council for the provision of additional charrette planning services

RECOMMENDATION

It is recommended that the Board adopt the attached resolution approving an amendment to the interlocal agreement authorized by Resolution R-484-03 with the South Florida Regional Planning Council (SFRPC) for the provision of additional charrette planning services. SFRPC will provide additional outreach and administrative services, at the direction of the Miami-Dade County Department of Planning and Zoning (DPZ), pursuant to available funding, at a level not to exceed \$30,000. This agreement will be funded solely through County sources.

BACKGROUND

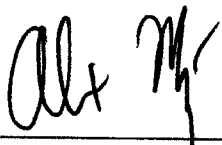
On May 6th, 2003, the Board of County Commissioners approved via Resolution R-484-03 the execution of an interlocal agreement between Miami-Dade County and the South Florida Regional Planning Council for the provision of charrette planning services. This agreement was executed on May 19th, 2003. During May and June 2003, the SFRPC assisted the Department of Planning and Zoning (Department) in conducting the Model City Charrette in Commission District 3. The executed agreement covered Task 1 and Task 3 for the Model City Charrette and Task 2 for the Model City and Biscayne Shores Charrettes. A charrete for the Biscayne Shores Community Council 7 area in Commission District 4 was funded in FY 2002-03 and is scheduled to take place in the fall of this year. The proposed amendment to the agreement allows the SFRPC to assist the Department during the Biscayne Shores Charrette in the activities described in Tasks 1 and 3 – pre-charrette activities and final charrette presentation. SFRPC would provide the local input and Charrette administration in order to ensure that community participation is integrated throughout the planning process.

The SFRPC is designed to address policy issues whose impacts extend beyond county and municipal boundaries; provide a forum for cooperation between jurisdictions; and provide technical assistance to local governments on matters pertaining to planning initiatives. Given the

fiscal challenges DPZ is facing to provide better services within tight budgets, the services of SFRPC will be a valuable tool in developing efficiencies and improving service.

Your concurrence with the above recommendation is respectfully requested.

Attachments



Assistant County Manager



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: October 7, 2003

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

- _____ **"4-Day Rule" ("3-Day Rule" for committees) applicable if raised**
- _____ **6 weeks required between first reading and public hearing**
- _____ **4 weeks notification to municipal officials required prior to public hearing**
- _____ **Decreases revenues or increases expenditures without balancing budget**
- _____ **Budget required**
- _____ **Statement of fiscal impact required**
- _____ **Bid waiver requiring County Manager's written recommendation**
- _____ **Ordinance creating a new board requires detailed County Manager's report for public hearing**
- _____ **Housekeeping item (no policy decision required)**
- _____ **No committee review**

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No.

RESOLUTION NO. _____

RESOLUTION APPROVING AN AMENDMENT
TO THE EXECUTED INTERLOCAL
AGREEMENT AUTHORIZED BY
RESOLUTION R-484-03 WITH THE SOUTH
FLORIDA REGIONAL PLANNING COUNCIL
FOR THE PROVISION OF ADDITIONAL
CHARRETTE PLANNING SERVICES AND
AUTHORIZING THE COUNTY MANAGER TO
EXERCISE CANCELLATION AND CONTRACT
EXTENSION PROVISIONS CONTAINED
THEREIN

WHEREAS, Resolution R-484-03 approved the execution of an interlocal agreement with the South Florida Regional Planning Council for the provision of Charrette Planning Services not to exceed \$65,000.00; and

WHEREAS, the South Florida Regional Planning Council has partially fulfilled its obligations by assisting Miami-Dade County in conducting the Model City Charrette; and

WHEREAS, it has become necessary that the South Florida Regional Planning Council provide additional charrette planning services and assist Miami-Dade County in conducting a funded charrette in the Biscayne Shores Community Council 7 area; and

WHEREAS, South Florida Regional Planning Council's additional assistance will require an amendment to the current agreement,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the amendment to the agreement authorized by Resolution R-484-03 with the South Florida Regional Planning Council for the provision of additional charrette planning services in substantially the form attached hereto and made part hereof; and authorizes the County Manager to exercise the cancellation and renewal provisions contained herein.

The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson
Katy Sorenson, Vice-Chairperson

Bruno A. Barreiro
Betty T. Ferguson
Joe A. Martinez
Dennis C. Moss
Natacha Seijas
Sen. Javier D. Souto

Jose "Pepe" Diaz
Sally A. Heyman
Jimmy L. Morales
Dorrin D. Rolle
Rebeca Sosa

Agenda Item No.

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The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of October, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

CAK

AMENDED AGREEMENT

THIS AMENDED AGREEMENT ("Agreement") is made and entered into by and between **Miami-Dade County**, a political subdivision of the State of Florida (hereinafter referred to as the "**COUNTY**") through its Department of Planning and Zoning (hereinafter referred to as the "**DEPARTMENT**") located at 111 NW First Street, Miami, Florida, 33128 and the **South Florida Regional Planning Council** (hereinafter referred to as "**SFRP COUNCIL**"), having offices at 3440 Hollywood Blvd., Suite 140, Hollywood, Florida, 33021.

That the **COUNTY** did determine that **SFRP COUNCIL** is fully qualified to render the services contracted.

WITNESSETH:

ARTICLE 1.00: The **COUNTY** does hereby retain **SFRP COUNCIL** to furnish certain services in connection with the **Charrette Planning Services & Report Development Assistance**, as described in Exhibit "A": Scope of Services, Exhibit "B": Tentative Project Schedule and Exhibit "C": Project Cost / Payment Schedule, attached hereto and made a part hereof as though fully recited herein.

ARTICLE 2.00: The **COUNTY** and **SFRP COUNCIL** mutually agree to furnish, each to the other, the respective services, information and items as described in Exhibit "A": Scope of Services, Exhibit "B": Tentative Project Schedule and Exhibit "C": Project Cost / Payment Schedule. The **COUNTY** agrees to furnish **SFRP COUNCIL** and its duly designated representatives information including, but not limited to, existing data and projects related to the study areas, which may be available in other governmental offices. **SFRP COUNCIL** agrees to perform, in a timely and professional manner, the work elements set forth in the above-enumerated Exhibits, in accordance with the Schedule set forth in Exhibit "B".

Before initiating the work described in Exhibits "A", "B", and "C", the **DEPARTMENT** Director or his designee shall execute and issue a Notice to Proceed with the work described in said Exhibits, such work to constitute performance of the **Charrette Planning Services & Report Development Assistance**, as set forth in said attachments.

ARTICLE 3.00: The services to be rendered by **SFRP COUNCIL** shall be commenced subsequent to the execution and issuance of the Notice to Proceed and shall be completed within eighteen (18) months from the date of execution and issuance of the Notice to Proceed.

ARTICLE 4.00: **SFRP COUNCIL** agrees to provide Project Schedule progress reports in a format mutually acceptable to the **DEPARTMENT** Director and **SFRP COUNCIL** and at intervals established by mutual agreement. The **DEPARTMENT** Director shall be entitled at all times to be advised, at his request, as to the status of work being done by **SFRP COUNCIL** and of the details thereof. Coordination shall be maintained by **SFRP COUNCIL** with representatives of the **COUNTY**. Either party to the agreement may request and be granted a conference.

ARTICLE 5.00: In the event there are delays on the part of the **COUNTY** as to the approval of any of the materials submitted by **SFRP COUNCIL** or if there are delays occasioned by circumstances beyond the control of **SFRP COUNCIL** which delay the Project Schedule completion date, the **DEPARTMENT** Director or his designee may grant **SFRP COUNCIL**, by a letter an extension of the contract time, equal to the aforementioned delays, provided there are no changes in compensation or scope of work.

It shall be the responsibility of **SFRP COUNCIL** to ensure at all time that sufficient contract time remains within which to complete services on the project and each major Task Group as designated with Arabic numerals on the Exhibits. In the event there have been delays which would affect the project completion date or the completion date of any major Task Group, **SFRP COUNCIL** shall submit a written request to the

DEPARTMENT Director or his designee twenty (20) days prior to the schedule completion date which identifies the reason(s) for the delay and the amount of time related to each reason. The **DEPARTMENT** Director or his designee will review the request and make a determination as to granting all or part of the requested extension. Scheduled completion dates shall be determined by the elapsed times shown in Exhibit "B" and the issue date of the Notice to Proceed.

In the event contract time expires and **SFRP COUNCIL** has not requested, or if the **COUNTY** has denied an extension of the completion date, partial progress payments will be stopped on the date time expires. No further payment for the project will be made until a time extension is granted or all work has been completed and accepted by the **DEPARTMENT** Director or his designee.

ARTICLE 6.00: **SFRP COUNCIL** shall maintain an adequate and competent professional staff and may associate with it, for the purpose of its services hereunder, without additional cost to the **COUNTY**, other than those costs negotiated within the limits and terms of this **Agreement** and upon approval by the **DEPARTMENT** Director, such specialists as **SFRP COUNCIL** may consider necessary, however, **SFRP COUNCIL** shall not sublet, assign or transfer any work under this **Agreement** to firms, other cities, or individuals other than those listed in the staffing plan without the written consent of the **DEPARTMENT** Director or his designee. It is also understood that **SFRP COUNCIL** or its officers, employees, consultants, or agents are not the officers, employees or agents of the **COUNTY**.

ARTICLE 7.00: **SFRP COUNCIL** shall not be liable for use by the **COUNTY** of plans, documents, studies or other data for any purpose other than intended by the terms of this **Agreement**.

ARTICLE 8.00: All tracings, plans, specifications, maps, and/or reports prepared or obtained under this **Agreement** shall be considered research and shall become the property of the **COUNTY** without restriction or limitation on their use; and shall be made

available, upon request, to the **COUNTY** at any time. Copies of these documents and records shall be furnished to the **COUNTY** upon request, verbal or written, allowing reasonable time for the production of such copies.

ARTICLE 9.00: **SFRP COUNCIL** shall keep accounting records with generally accepted accounting principles, project records together with all supporting documents, sub-consultants performing work on the project, and all other records of **SFRP COUNCIL** and sub-consultants for no less than three (3) years beyond the term of this **Agreement**.

ARTICLE 10.00: **SFRP COUNCIL** understands that it may be subject to an audit and shall provide the **COUNTY** access to all records, which relate to the **Agreement**. **SFRP COUNCIL** agrees to provide the **COUNTY** assistance as may be necessary to facilitate the review or audit of the records to ensure compliance with applicable accounting and financial standards. Copies of these documents and records shall be furnished to the **COUNTY** upon request, verbal or written, allowing reasonable time for the production of such copies.

Whenever travel costs are included in the performance of services set forth in Exhibits "A", "B", and "C", the provisions of Miami-Dade County Administrative Order 6-1, shall govern or **Florida Statutes, whichever is more restrictive**.

ARTICLE 11.00: **SFRP COUNCIL** shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by **SFRP COUNCIL** in conjunction with this **Agreement**. Failure by **SFRP COUNCIL** to grant such public access shall be grounds for immediate unilateral cancellation of this **Agreement** by the **COUNTY**.

ARTICLE 12.00: **SFRP COUNCIL** shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and shall not

discriminate on the grounds of race, color, religion, or sex, sexual orientation or national origin in the performance or work under this contract.

ARTICLE 13.00: The **COUNTY** agrees to pay **SFRP COUNCIL** compensation as per Article 19.00 of this **Agreement** and Exhibits "A", "B", and "C", attached hereto and made a part hereof.

ARTICLE 14.00: The **DEPARTMENT** Director may terminate this **Agreement** in whole or in part at any time the interest of the **COUNTY** requires such termination, pursuant to the following sub-articles:

SUB-ARTICLE 14.10: If the **DEPARTMENT** Director determines that the performance of **SFRP COUNCIL** is not in compliance with this agreement, the **DEPARTMENT** Director shall have the option of (a) immediately terminating the Agreement or (b) notifying **SFRP COUNCIL** of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the **Agreement** will be terminated at the end of such time.

SUB-ARTICLE 14.20: If the **DEPARTMENT** Director requires termination of the **Agreement** for reasons other than unsatisfactory performance of **SFRP COUNCIL**, the **DEPARTMENT** Director shall notify **SFRP COUNCIL** of such termination, with instructions as to the effective date of termination or specify the stage of work at which the **Agreement** is to be terminated.

SUB-ARTICLE 14.30: If the **Agreement** is terminated before performance is completed, **SFRP COUNCIL** shall be paid for the work satisfactorily performed. Payment is not to exceed an amount, which is the same percentage of the contract price as the amount of work satisfactorily completed of the total work called for in the contract. Such determination shall be based and calculated upon a percentage allocation of total project costs, by major Task Group.

ARTICLE 15.00: All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

ARTICLE 16.00: **SFRP COUNCIL** warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for **SFRP COUNCIL**, to solicit or secure this **Agreement**, and that it has not paid or agreed to pay any person, company, corporation, individual or firm any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award or making of this **Agreement**. It is understood and agreed that the term "fee" shall also include brokerage fee, however denoted.

For the breach or violation of Article 16.00, the **DEPARTMENT** Director shall have the right to terminate this **Agreement** without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 17.00: **SFRP COUNCIL** agrees that it shall make no statements, press releases or publicity releases concerning this **Agreement** or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this **Agreement**, or any particulars thereof, during the period of this **Agreement**, without first notifying the **DEPARTMENT** Director or his designee and securing its consent. **SFRP COUNCIL** also agrees that it shall not copyright or patent any of the data and/or information furnished in compliance with this **Agreement**, it being understood that, under Article 8.00 hereof, such data or information is property of the **COUNTY**. This Section shall not be construed to limit or restrict Public access to documents, papers, letters or other material pursuant to Article 8.00 of this **Agreement**.

ARTICLE 18.00: The **COUNTY** shall not expend money, incur and liability, or enter into any contract which, by its terms, involves the expenditure of money in excess

of the amounts budgeted as available for expenditure. Any contract, verbal or written, made in violation of this subsection shall be null and void, and no money shall be paid on such contract.

ARTICLE 19.00: Method of compensation. It is mutually agreed and understood that the following provision shall be applicable to this Agreement. **SFRP COUNCIL** shall invoice monthly in a format acceptable to the **DEPARTMENT** Director or his designee and shall be paid a percent of the fixed fee equal to the portion of the service completed pursuant to each Task Order executed in accordance with Article 2.00. **SFRP COUNCIL** shall invoice 100% of the fixed fee. The total project cost is ~~\$65,000.00~~ \$95,000.00. The compensation to be paid to **SFRP COUNCIL** shall not exceed ~~\$65,000.00~~ \$95,000.00 as indicated in Article 13.00 hereof.

It is agreed that said compensation provided in Article 19.00 hereof shall be adjusted to exclude any significant sums where the **DEPARTMENT** Director shall determine that reported costs by **SFRP COUNCIL** reflect inaccurate, incomplete or non-current costs. All such adjustments shall be made within one year following the end of the **Agreement**. For purpose of this **Agreement**, the end of the **Agreement** shall be deemed to be the date of final billing or acceptance of the work by the **DEPARTMENT** Director or his designee, whichever is later.

ARTICLE 20.00: Standards of Conduct – Conflict of Interest. **SFRP COUNCIL** – covenants and agrees that it and its employees shall be bound by the standards of conduct provided in Florida Statutes 112.313 as it relates to work performed under this **Agreement**, which standards will be reference be made a part of this **Agreement** as though set forth in full. **SFRP COUNCIL** agrees to incorporate the provisions of this article in any subcontract into which it might enter with reference to the work performed.

ARTICLE 21.00: The **DEPARTMENT** Director reserves the right to cancel and terminate this **Agreement** without penalty in the event **SFRP COUNCIL** or any employee, servant, and agent of **SFRP COUNCIL** is indicted or has direct information

issued against him for any crime arising out of or in conjunction with any work being performed by **SFRP COUNCIL** for or on behalf of the **DEPARTMENT**, it is understood and agreed that in the event of such termination, all tracings, plans, specifications, maps, and data prepared or obtained under this **Agreement** shall immediately be turned over to the **DEPARTMENT** Director in conformity with the provisions of Article 14.00 hereof.

ARTICLE 22.00: To the extent permitted by law, and subject to the limitations included within Florida Statutes Section 768.28, **SFRP COUNCIL** shall indemnify and save harmless the **COUNTY** from any and all claims, liability, losses and causes of action arising out of **SFRP COUNCIL**'s negligence or other wrongful acts in the performance of this agreement. However, nothing herein shall be deemed to indemnify the **COUNTY** for any liability or claims arising out of the negligence, performance, or lack of performance of the **COUNTY**.

To the extent permitted by law, and subject to the limitations included within Florida Statutes Section 768.28, the **COUNTY** shall indemnify and save harmless **SFRP COUNCIL** from any and all claims, liability, losses and causes of action arising out of the **COUNTY**'s negligence or other wrongful acts in the performance of this agreement. However, nothing herein shall be deemed to indemnify **SFRP COUNCIL** for any liability or claims arising out of the negligence, performance, or lack of performance of **SFRP COUNCIL**.

ARTICLE 23.00: This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

ARTICLE 24.00: Attachments:
Exhibit "A", Scope of Services
Exhibit "B", Tentative Project Schedule
Exhibit "C", Project Cost / Payment Schedule

ARTICLE 25.00: No alteration, change or modification of the terms of this **Agreement** shall be valid unless made in writing, signed by both parties.

This **Agreement**, regardless of where executed, shall be governed by and construed according to the laws of the State of Florida and venue shall be in Miami-Dade County, Florida.

THIS AMENDED AGREEMENT, made and entered into this _____ day of _____, 2003, by and between **Miami-Dade County** and the **South Florida Regional Planning Council**.

IN WITNESS WHEREOF, the parties have executed this Amended Agreement effective as of the date first herein above set forth.

Harvey Ruvin
Clerk of the Board

MIAMI-DADE COUNTY,
a political subdivision of the State of Florida

By: _____
Clerk of the Board

By: _____
George M. Burgess, County Manager

SFRP COUNCIL,

By: _____
SFRP COUNCIL, Project Manager

Attest: _____

EXHIBIT "A"
SCOPE OF SERVICES

A. CHARRETTE PLANNING SERVICES and REPORT
DEVELOPMENT ASSISTANCE (Total of \$65,000)

SFRP Council shall provide the following Charrette Planning Services:

1. Charrette Schedule

The County and SFRP Council will define the study area. SFRP Council will assist to create a conceptual master plan for urban design during a seven day Charrette starting Friday afternoon. SFRP Council will provide the consulting services described in this agreement by performing certain tasks and a suggested work schedule for completing these tasks as follows:

TASK 1: PRE-CHARRETTE LOGISTICS

- | | |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 1-2 | Receive from the County a detailed base map, relevant plans and reports; attend one initial client meeting to discuss the Charrette, commence preliminary logistical planning; request additional site information as needed. |
| Week 3 | Meet with County staff and assist in conducting interviews with elected officials, neighborhood association representatives, business owners and representatives of institutions that will be involved/affected in the study area. Review supplemental project information; finalize Charrette logistics to include facility and sound equipment. |

TASK 2: PUBLIC CHARRETTE DESIGNER TEAM

- | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday | Arrive with a 6 to 8 person, County approved planning and design team with previous Charrette experience to assist in conducting a site visit, set-up of studio space, and discuss concerns. Conduct a kick-off Charrette presentation and an open microphone session (2 hours total) to citizens, County's elected officials and staff. |
| Saturday | Assist in a short opening Charrette presentation to citizens, County's elected officials and staff. Conduct a planning and design workshop in an appropriate format to reveal design issues and generate design ideas (the ratio of consultants to workshop participants at table sessions shall be no greater than 1:10, with one roaming presenter and County staff providing assistance upon request). |

- Sun-Thurs Provide designers to create, refine and illustrate a conceptual master plan, including plans for each project within the study area, with one or more explanatory sketches, perspective renderings, and diagrams, as appropriate.
- Friday Participate in a short presentation of work in progress, complete Charrette activities, pack and return home.

**TASK 3: FINAL REPORT DEVELOPMENT &
SPECIALIST INPUT**

Post Charrette:

Date TBD – Participate in up to four final presentations to citizens, County's elected officials and staff.

*SFRP Council shall provide appropriate, County approved traffic and retail specialist input.

2. Final Work Products

Deliverables. SFRP Council shall provide designers for Planning Charrettes with a County approved planning and design team of 6 to 8 members, and the provided designers will assist in the following Charrette Week deliverables as final work products:

- a. Conceptual Master Plan (1) for the study area, rendered in color at an appropriate scale and suitable for publication.
- b. Perspective sketches or diagrams (as many as needed) illustrating significant plan features, special focus projects, and explaining design ideas consistent with the respective plan. Each sketch or diagram will be rendered in color or black and white at a size and suitable for publication.
- c. Street Sections, (as many as needed) illustrating in diagrammatic form the relationships among the various elements within and adjacent to the right of way. Each section shall be rendered in color or black and white at an appropriate size and suitable for publication.
- d. Assist in developing the Project Report (booklet) containing items a through c, with descriptive text and an executive project summary. It will also suggest conceptual design ideas consistent with traditional urban form. The booklet will also contain all recommendations suggested by our traffic engineers and housing specialists. The report shall be in color and suitable for publication and reproduction.

3. Format of Deliverables

SFRP Council shall provide the County with designers to produce final work products in the following format:

- a. Assist in providing one print written documents (1 copy) on paper, as appropriate, and shall also provide digital copy (using Indesign and QuarkXpress) of such documents.
- b. Provide graphic documents, including drawings, diagrams, maps, perspective rendering, or other comparable materials (1 copy only) on paper, as appropriate in color, and in a digital format (as TIFF or JPEG files) suitable for reproduction.
- c. Provided designers will assist in the development of a digital copy of the final Power Point presentation.
- d. The County may request additional copies of deliverables upon payments to SFRP Council of the actual reproduction cost.

4. Fees and Reimbursable Expenses

Fees for Charrette Planning Services for up to two Charrette and Report Development Assistance described in this proposal will be performed for a fixed fee in the amount of \$65,000.00. This includes travel, parking, and lodging, out of pocket expenses (printing and reproduction costs) film processing, mail, couriers, and other costs related to the planning services provided

SFRP Council shall reimburse designers for Charrette Planning Services and Report Development Assistance for the Charrettes performed according to the following schedule:

Twenty percent (20%) of the professional fees two weeks prior to the Charrette.

Fifty percent (50%) due at the conclusion of the 8-day Charrette

Thirty percent (30%), the remaining balance upon delivery of the final presentation / diagrams.

Note: Costs of Mandatory Random Audit by the Inspector General are incorporated into this Contract as $\frac{1}{4}$ of 1% of the Contract = (\$162.50)

EXHIBIT "B"
TENTATIVE PROJECT SCHEDULE

I. Proposed Schedule:	Area Charrette – Model City
April 2003-October 2004	Monthly Project Coordination Meeting
April 2003	Commence: Pre-Charrette (1)
May 2003	Commence: Public Charrette (1)
June 2003	Assist in Preparation: Final Report (1)
July 2003-October 2004	Present Report for Adoption

II. Proposed Schedule:	Area Charrette – Biscayne Shores
Jan. 2004-October 2004	Monthly Project Coordination Meeting
March 2004	Commence: Pre-Charrette (1)
April 2004	Commence: Public Charrette (1)
July 2004	Assist in Preparation: Final Report (1)
Jan 2004-October 2004	Present Report for Adoption



EXHIBIT "C"

PROJECT COST / PAYMENT SCHEDULE

PROJECT COSTS:

A. CHARRETTE PLANNING SERVICES & REPORT DEVELOPMENT ASSISTANCE

1. CHARRETTE (1) & REPORT ASSISTANCE ~~\$65,000.00~~ \$95,000.00

TOTAL PROJECT COST: ~~\$65,000.00~~ \$95,000.00

<u>PAYMENT SCHEDULE:</u>	<u>FEES:</u>
Task 1 - Pre-Charrette: Logistics Administration, Printing, & Advertising (3) ½ pages in Herald Neighbors and in Local Paper, door hangers, posters, postage, studio / facility space. <u>*Amended agreement includes additional services for the Biscayne Shores Charrette</u>	\$15,000.00 <u>\$35,000.00</u>
Task 2 - Public Charrettes Designer Teams Providing: Illustrative Master Plan Perspective renderings (3-4) Diagrams (2-3) & Proposed Site Plans (3-4) with Street cross-sections	\$40,000.00
Task 3 - Final Report Development: Final Report Presentation & Traffic / Retail Specialists <u>*Amended agreement includes additional services for the Biscayne Shores Charrette</u>	\$10,000.00 <u>\$20,000.00</u>
Payment due upon completion of Charrette work.	
TOTAL:	\$65,000.00 <u>\$95,000.00</u>

Note: Payment Schedule set at ~~\$65,000~~ \$95,000 total.

CHARRETTE PLANNING SERVICES: COSTS BREAKDOWN
CHARRETTE PLANNING SERVICES

(Administration for Model City Charrette at \$45,000)

1. Council Administration: **Task 1** (\$10,150)
 - i. Council Pre-Charrette Administration (\$5,075)
145 Hours (\$35.00 per Hour)
 - ii. Council -Charrette Administration (\$5,075)
145 Hours (\$35.00 per Hour)
2. Advertising & Printing: **Task 1** (\$3,503.75)
 - a. 3 ½ Pages Sunday-zone (Neighbors Section)
 - b. 3 ½ Pages Local Paper
 - c. Door Hangers(31/2 x 81/2 printed on one side)
 - d. Posters 2-color
3. Postage Expense: **Task1** (\$1,190)
 - a. 3500 @ .34 cents
4. Designer Team: **Task 2** \$2500 x 8 = \$20,000
5. Traffic / Retail Specialist: **Task 3** \$5000 x 2 = \$10,000

CHARRETTE PLANNING SERVICES

(Administration for Biscayne Shores Charrette at \$50,000)

1. Council Administration: **Task 1** (\$15,225)
 - iii. Council Pre-Charrette Administration (\$5,075)
145 Hours (\$35.00 per Hour)
 - iv. Council -Charrette Administration (\$5,075)
145 Hours (\$35.00 per Hour)
 - v. Council Post-Charrette Administration (\$5,075)
145 Hours (\$35.00 per Hour)
2. Advertising & Printing: **Task 1** (\$3,503.75)
 - e. 3 ½ Pages Sunday-zone (Neighbors Section)
 - f. 3 ½ Pages Local Paper
 - g. Door Hangers(31/2 x 81/2 printed on one side)
 - h. Posters 2-color
3. Postage Expense: **Task 1** (\$1,190)
 - b. 3500 @ .34 cents
4. Designer Team: **Task 2** \$2500 x 8 = \$20,000
5. Traffic / Retail Specialist: **Task 3** \$5000 x 2 = \$10,000

Note: Costs of Mandatory Random Audit by the Inspector General are Incorporated into this Contract as ¼ of 1% of the Contract = (\$237.50)

TOTAL COST: \$95,000.00